



# CITY CONTROLLER

PASADENA, TEXAS



EXECUTIVE  
RECRUITMENT  
PROVIDED BY





# THE COMMUNITY

A dynamic and thriving community in the heart of the Houston metropolitan area, the City of Pasadena is the 17th largest community in Texas, with a growing population of approximately 151,950 residents.

Nestled in Southeast Texas, stretched across 59.2 square miles between Houston and Galveston Bay, it's the largest suburban community in the region, second only to the City of Houston itself. Its strategic location along major highways, near the Houston Ship Channel and Port of Houston, and access to two major airports make it a pivotal hub for industries such as petrochemicals and manufacturing, along with the associated networks of suppliers.

Pasadena's roots were officially established in 1893, and the city was incorporated in 1928. Today, the community is a blend of residential, commercial, and industrial areas, offering a wide range of amenities and services and known for its strong family values, successful businesses, affordable housing, low crime rates, and vibrant community spirit.

The community has some of the best-kept secrets in Texas – from bird watching at Armand Bayou Nature Center, the nation's largest urban wilderness preserve, to enjoying El Jardin Beach Park, a quaint little beach that only locals know, located off Pasadena's waterfront community El Jardin del Mar. Combine that with 46 parks within the Pasadena's city limits and over 14 miles of trails, plus family-friendly activities like the lazy river at Strawberry Water Park, and you'll find there is so much to discover.

Residents and visitors enjoy everything from authentic mom-and-pop restaurants and Texas mainstays to unique local treasures like Silver Sycamore, a restaurant featuring B&B cottages, a mini western town, wedding and event venues, and a chapel. And when it comes to shopping, area retailers are booming, which means more choices and a great mix of national brands and local flair.

Pasadena embraces the past through amenities like the Pasadena Heritage Park & Museum, where visitors can soak up the city's history as the birthplace of Free Texas. The Pasadena Little Theatre, is one of the oldest community theaters in the state. Residents also love celebrating, whether cheering for the high school football teams on a Friday night or eating their way through a community festival. The

community is home to the annual Pasadena Strawberry Festival, known for having the world's largest strawberry shortcake, Taste of the Town, the Pasadena Livestock Show & Rodeo, Independence Day's 4th Fest, and more.

School children are served primarily by the Pasadena Independent School District, with approximately 55,000 students enrolled in pre-kindergarten through 12th grade, while some students attend nearby Deer Park ISD and Clear Creek ISD. Local private options include First Baptist Academy and Faith Christian Academy, and San Jacinto College and University of Houston - Clear Lake are both located in Pasadena.

The median household income in Pasadena is \$63,363, and average homes in the community are priced around \$240,000.

## TOP EMPLOYERS

Pasadena ISD

Chevron Pasadena

Shell Deer Park

LyondellBasell

BASF

Boeing

Dow Chemical

Kinder Morgan

Phillips 66



# GOVERNANCE ORGANIZATION

Pasadena operates under a Strong Mayor-Council form of government, with the Mayor and eight council members responsible for enacting legislation, adopting budgets, and setting the City's policies. The Mayor is elected citywide to a four-year term, limited to two consecutive terms. In contrast, council members are elected by district to two-year terms, limited to four consecutive terms. Together, they work to ensure that Pasadena remains a safe, welcoming, and financially stable community.

Importantly, the City Controller clearly reports directly to the City Council, ensuring independent and objective financial oversight for the city. By City Charter, the position plays a crucial role in managing the city's finances and is responsible to the entire City Council, independent of the Mayor. However, for greater community and organizational success, the role requires coordination and support for other city departments that report to the Mayor, ensuring alignment with the city's overall strategic goals. The structure allows for the City Controller to focus upon financial duties, unencumbered by many of the other roles that other municipal finance positions maintain.

In addition to overseeing a budget of approximately \$302.3 million this fiscal year based partly on an ad valorem tax rate of \$0.455514 per \$100 in valuation and over 1,000 full-time employees, the City Council has been focused on several significant projects. Those underway or recently completed include a renovated City Hall building, a new municipal court, four new fire stations, a police and fire academy, and numerous infrastructure projects throughout the City.



# ABOUT THE DEPARTMENT

Ensuring independent and objective financial oversight of the organization, the City Controller reports directly to the City Council and works closely with elected leaders and departments across the organization to align budgeting, account, and financial controls with overall strategic goals.

The Controller's Office is supported by a dedicated and tenured team of 16, including the Assistant City Controller, Accounts Payable Manager, Payroll Manager, and other financial staff. Working with an annual departmental budget of approximately \$2.46 million, the department manages:

- ▶ **Payroll:** Processing timesheets, paying city employees and vendors, preparing and submitting reports to various state and federal agencies, and completing year-end employee tax forms.
- ▶ **Accounts Payable:** Reviewing and processing invoices relating to all city expenditures, reconciling and posting departmental interfaces, and submitting year-end reports to the Internal Revenue Service.
- ▶ **Accounting Management:** Setting up and tracking capital improvement projects and grants, preparing federal and state grant reports, reconciling cash balances, and prepping the year-end single audit report for auditors' review.
- ▶ **Accounts Receivable:** Receiving and balancing all cash for depositing in the bank, billing industrial district and pipeline fees, reconciling and posting departmental interfaces, and preparing daily journal entries for posting.
- ▶ **Financial Report Lead:** Maintaining the capital assets module, reviewing and approving housing transactions, reconciling cash balances, preparing investment reports, preparing quarterly compilation reports, and leading the preparation of the annual comprehensive finance report.



## DEPARTMENT MISSION

The City Controller's Office will provide professional and sound guidance in City financial matters; support the business operations of the City; maintain accurate accounting records; and administer financial policy supported by applicable City, State, and Federal laws.

# DEPARTMENT GOALS & OBJECTIVES

- Provide an annual financial report that fully discloses the City's financial condition and contains an unqualified "clean" audit opinion in a timely manner.
- Receive the Certificate of Excellence in Financial Reporting for the 30th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.
- Continue the ongoing review of the City's procedures and its system of internal controls to preserve and protect resources, identify means of improving those controls, and revise procedures as required.
- Continue to monitor federal and state regulations to ensure continued compliance.
- Working with other departments, fully implement Tyler-Munis software with Finance Department cooperation and support to make it successful city-wide, including a Permits and Applications module.
- Continue implementing changing professional standards to comply with GASB and receive the Governmental Finance Officers Association award for the Annual Comprehensive Financial Report.
- Continue to maintain complete documentation on reports for federal grants, including ARPA funds and Mitigation funds.





# ABOUT THE POSITION

This is a unique opportunity to lead the financial operations of a city renowned for its economic diversity, strategic location, and commitment to excellence in public service. The next City Controller functions as the Chief Financial Officer for the City, and will be a key member of Pasadena's leadership team, playing a critical role in ensuring its financial health and supporting its continued growth and development. The City Council seeks a seasoned municipal finance expert who can provide the City Council with clear, consistent, and level-headed financial advice for the Council to make its decisions.

Reporting directly to the Pasadena City Council and working through an Assistant City Controller in managing a 16-member department, the selected candidate will establish and maintain internal control procedures, assure compliance with state and national standard accounting procedures, prepare reports summarizing and forecasting the City's business activity, help prepare the annual budget, and oversee City investment funds. Their essential responsibilities will include:

- **Financial Reporting:** Preparing and presenting accurate and timely financial statements, including the Annual Comprehensive Financial Report.
- **Budgeting:** Supporting the Mayor and department heads in developing a balanced budget that aligns with the City's strategic priorities with accurate, timely, and complete financial information on which the Mayor's Office can base budget recommendations.
- **Internal Controls:** Establishing and maintaining strong internal controls to safeguard the City's assets and ensure the integrity of financial transactions.
- **Audit Coordination:** Working with external independent auditors to coordinate the annual audit and ensure timely completion of all audit requirements.
- **Debt Management:** Managing the City's debt portfolio, including issuing bonds and other debt instruments. Ensuring compliance with all debt covenants and maintaining the City's strong credit rating.
- **Capital Planning:** Collaborating with City departments to develop and implement the Capital Improvement Plan, ensuring that all projects are adequately funded and aligned with long-term goals.
- **Grants and Federal Funds Management:** Overseeing the financial management of federal grants and disaster recovery funds, ensuring compliance with all federal regulations and reporting requirements. This includes the stewardship of funds and proper accounting practices to maximize the impact of these resources.
- **Staff Development:** Providing leadership and guidance to the Controller's Office staff, fostering a culture of excellence, accountability, and continuous improvement.
- **Cash and Investments:** Overseeing all investments of City funds, ensuring optimal returns while maintaining security and liquidity.

# OPPORTUNITIES & CHALLENGES

Pasadena's City Controller will have the opportunity to make a significant impact on the City's financial future. Key challenges and opportunities include managing the economic implications of Pasadena's continued growth, overseeing large-scale infrastructure investments, and ensuring the stewardship of federal grants and disaster recovery funds. In addition:

- **Strategic Financial Planning:** As Pasadena continues to grow, the City Controller will play a vital role in strategic financial planning. This includes managing capital projects, optimizing debt management, and exploring innovative financing options to fund future initiatives.
- **Economic Development:** Pasadena is experiencing growth in several sectors, including industrial, commercial, and residential development. The City Controller will play a role in managing the financial implications of this growth, ensuring that the City's resources are allocated effectively to support economic development while maintaining financial stability.
- **Infrastructure Investments:** Pasadena is committed to investing in its infrastructure, with several major capital projects underway. The selected candidate will be instrumental in managing the financing of these projects including debt service and bond management for issuances and cash flow management.
- **Disaster Recovery:** The community has faced several significant natural disasters in recent years, including Hurricane Harvey. The new hire will manage the financial aspects of the City's ongoing recovery efforts and ensure that the organization is prepared for future events.
- **Compliance and Accountability:** Ensuring compliance with federal requirements for grants, disaster recovery funds, and other special revenue sources is a critical responsibility. The Controller will lead efforts to maintain rigorous accounting standards and transparent reporting practices, essential for sustaining public trust and securing future funding.
- **Staff Development:** This role is responsible for fostering a culture of excellence and continuous improvement within the Finance Department. This includes mentoring and developing staff, identifying areas for professional growth, and ensuring that the department is equipped with the skills and tools necessary to meet the City's evolving needs.
- **Innovation:** Pasadena is committed to leveraging technology to enhance the efficiency and effectiveness of its financial operations. The new City Controller will lead efforts to modernize financial systems, implement best practices, and ensure that the City's financial processes are aligned with industry standards. Crucially, the implementation of new financial software is underway. The new hire must be able to support the proper implementation of that system, including paving the way for integration and modernization of other reliant components such as the permits software.
- **Collaboration:** While the City Controller reports directly to the City Council, the role and duty to the community requires cooperation with the Mayor's Office and other City departments. The Controller will work closely with department heads to provide financial guidance and support budget development to align the City's financial strategies with its broader strategic objectives.



# IDEAL CANDIDATE

The City of Pasadena is seeking a dynamic and visionary City Controller to lead and inspire its financial team. This role is pivotal in guiding the City's financial operations with a blend of strategic insight, ethical stewardship, and innovative thinking — and the ideal candidate is not just a financial expert, but a leader who brings a deep commitment to integrity, transparency, and public service. The selected candidate will oversee and manage the City's large-scale financial operations, including budgeting, financial reporting, and internal controls, ensuring that financial protocols align with state and federal best practices. Extensive knowledge of governmental accounting standards and public sector budgeting will be essential as the new hire navigates the complexities of capital planning, debt management, and financial forecasting.

Collaboration is crucial for this position, and the new hire will work closely with the City Council, the Mayor, department heads, and other stakeholders. Pasadena needs a team player who excels at building consensus, fostering collaboration, and creating a positive working environment across all levels of government. The ability to establish and maintain harmonious working relationships will be essential.

City leaders are looking for a forward-thinking professional who is always on the lookout for opportunities to innovate and improve financial management processes. Experience implementing cutting-edge technology solutions, particularly Tyler financial systems, will be valuable as the organization strives to enhance its operations and better serve residents.

Integrity is at the heart of this position, and the ideal candidate will embody this value. The new hire will play a crucial role in providing honest, accurate, and timely information to policymakers, ensuring they have the best possible data to make informed decisions and maintaining the trust and confidence of both city officials and the community.



## EDUCATION & EXPERIENCE

A bachelor's degree in accounting, finance, business administration, or a related field is required, with a master's degree and/or CPA designation strongly preferred.

Candidates must also have at least five (5) years of municipal accounting, taxation, and financial controls experience, which must not have been gained as an elected official. Seven (7) to 10 years is a plus. Additional progressively more responsible experience in a local government setting is preferred, but private sector experience with nexus to municipal government work will be considered. The selected candidate must also provide a Surety Bond of at least \$100,000, with the premium paid by the City of Pasadena.

Please note that prior to their appointment, the selected candidate's qualifications shall be published once a week for two weeks in the official newspaper.

# COMPENSATION & BENEFITS

Pasadena is offering a competitive salary of +/- \$190,000 for this position, commensurate with experience and an excellent benefits package. Employment terms through the City Council's adopting ordinance making the position appointment will be outlined and agreed to for the successful and qualified candidate.

The City offers health, dental, disability, and life insurance; access to a health and wellness clinic at no cost to employees and their dependents; educational reimbursement of up to \$3,500 annually; and access to the Pasadena Municipal Federal Credit Union. Employees also enjoy 12 paid holidays and 15 days of sick leave annually, and vacation accrual based on years of service in addition to court, military, bereavement, and personal leave.

Pasadena participates in very attractive Texas Municipal Retirement System, featuring a 7% employee contribution and 2:1 employer match, and offers deferred compensation options.

## APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

**Clay Pearson, Senior Vice President**

[ClayPearson@governmentresource.com](mailto:ClayPearson@governmentresource.com)

713-816-8639



The City of Pasadena is an equal opportunity employer and does not discriminate in its employment practices based on age, race, religion, sex, color, national origin, or disability. Applicants selected as finalists will be subject to a comprehensive background check.

## RESOURCES

City of Pasadena

[pasadenatx.gov](http://pasadenatx.gov)

Pasadena City Controller

[pasadenatx.gov/891/Office-of-the-City-Controller](http://pasadenatx.gov/891/Office-of-the-City-Controller)

Pasadena City Charter

[https://library.municode.com/tx/pasadena/codes/code\\_of\\_ordinances?nodeId=CH](https://library.municode.com/tx/pasadena/codes/code_of_ordinances?nodeId=CH)

Pasadena Economic Development Corporation

[pasadenaedc.com](http://pasadenaedc.com)

Pasadena Chamber of Commerce

[pasadenachamber.org](http://pasadenachamber.org)

Promotional Video

[youtu.be/Ym\\_vljlXE4?si=npYjz3aoYGbvDFUG](https://youtu.be/Ym_vljlXE4?si=npYjz3aoYGbvDFUG)

